

SIS2000+ Training Manual

Scheduling Set-Up

Assign Courses to Tracks

Using the Course Selection Editor

Pre-Requisites

Courses must first be defined through the District Courses application before they can be assigned to a track. If this has not yet been done, go to the System menu, launch District Courses, and enter your courses.

Also, the school for which you plan to associate courses needs to have at least one track defined. If this has not yet been done, go to the System menu and launch the Track Editor.

Purpose

The courses you defined in the District Courses application now need to be assigned to the proper tracks. Since District Courses contains a listing of all the courses available in your district, you will need to select the courses that will be offered at each school from that district list and link them to the individual track(s) within that school. 'Course Selection' is the tool used to **select** which courses will be assigned to each track. Once linked to a specific track, courses then become available for scheduling.

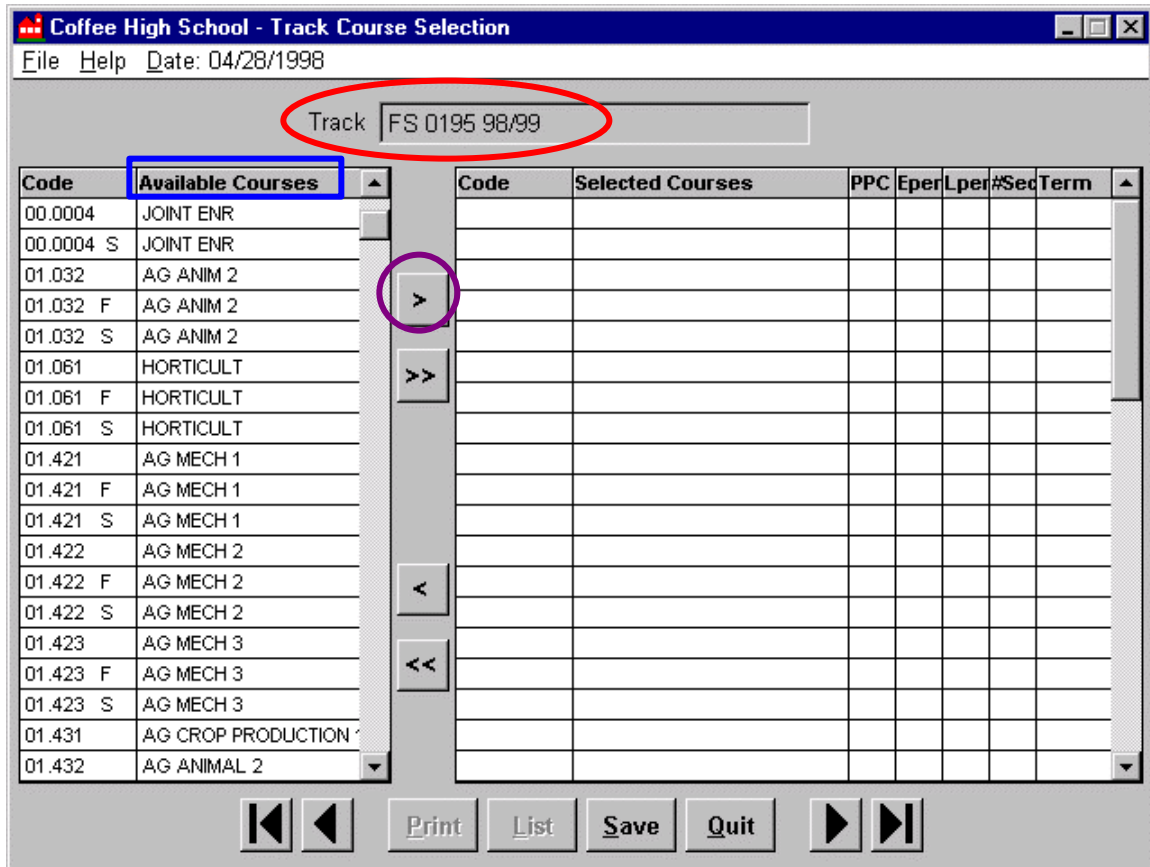
Training Objectives

Assign the proper courses to the appropriate tracks.

Launch Course Selection

From the Scheduling menu, click on **Course Selection**.

The opening screen will default to the first track defined for the logged on school site. The name of the track is displayed at the top of the screen. You can select another track by using either **VCR buttons** or the **List** feature.



Course Selection screen for a selected track.

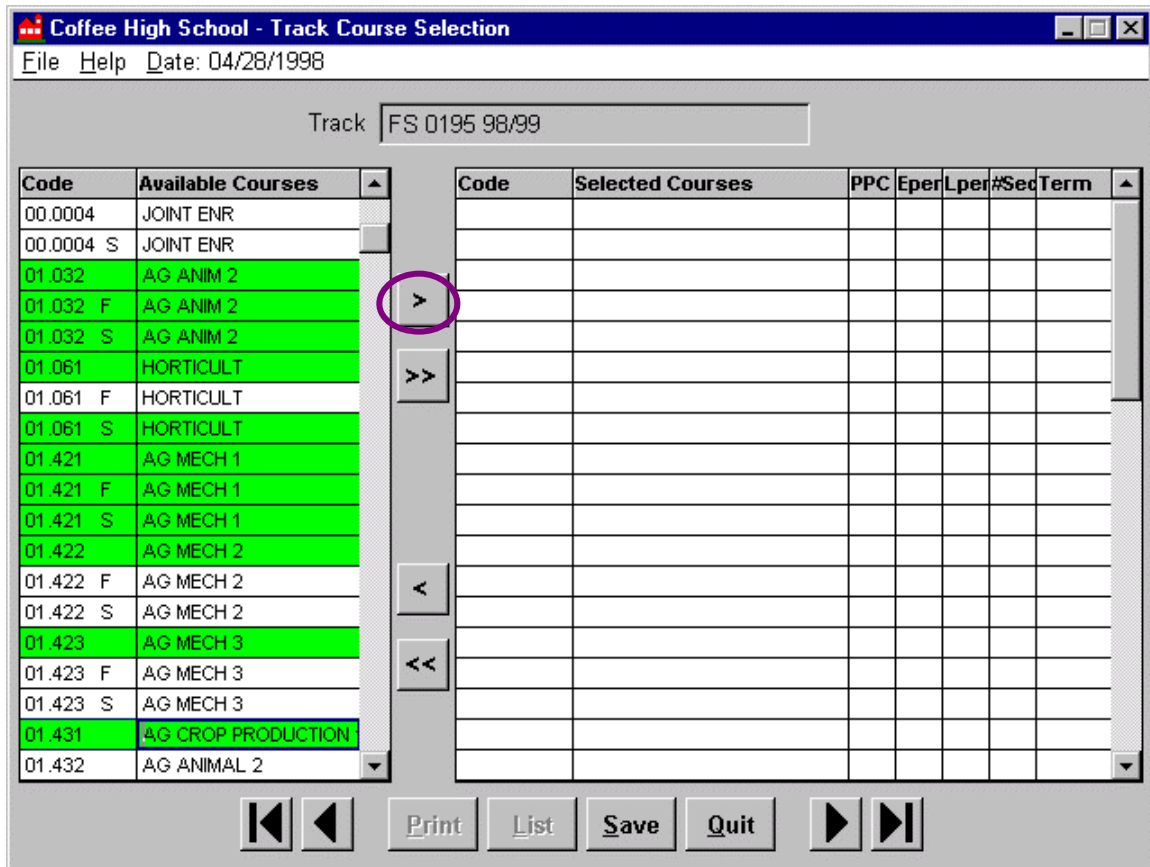
The Left-Hand Grid

This grid is a listing of the **Available Courses** you defined in the District Courses application. All active courses from that application will show up here as available to be assigned to a track. This grid has columns for the Course Code and Description that were defined in District Courses

Select and Assign Courses

To assign courses to this track, go through the list of available courses and click on the ones you want to associate with it. The courses you select will become highlighted in green. Once you've made the necessary course selections, click the **single arrow button that points to the right** to 'arrow' the courses over to the right-hand grid and, in effect, assign them to the appropriate track.

If you want to assign ALL available courses to your track, you can simply click the **double arrow button that points to the right**. ALL courses will be 'arrowed' over and assigned to the track, without you having to go through the grid and select every course.



Course Selection screen with courses selected that will be assigned to a track with the **single-arrow button.**

You will notice that the course codes and descriptions that you've assigned to the track still show in the left-hand grid. But, they are now colored gray to designate that they've already been selected and assigned.

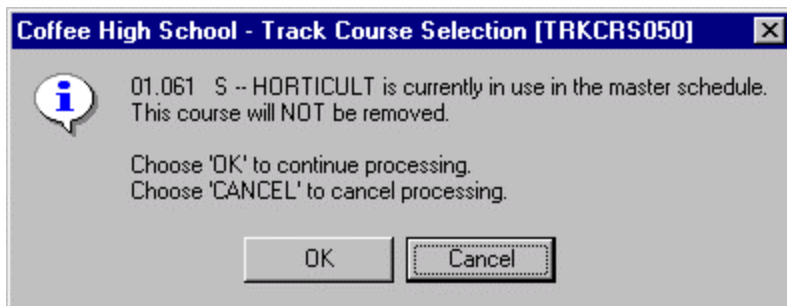
The Right-Hand Grid

When your courses appear in the right-hand grid, they have been successfully assigned to your track and are now available for scheduling.

To 'un-assign' a course from a track, you simply reverse the above process by selecting the course(s) to remove from the track and clicking the **single arrow button that points to the left**.

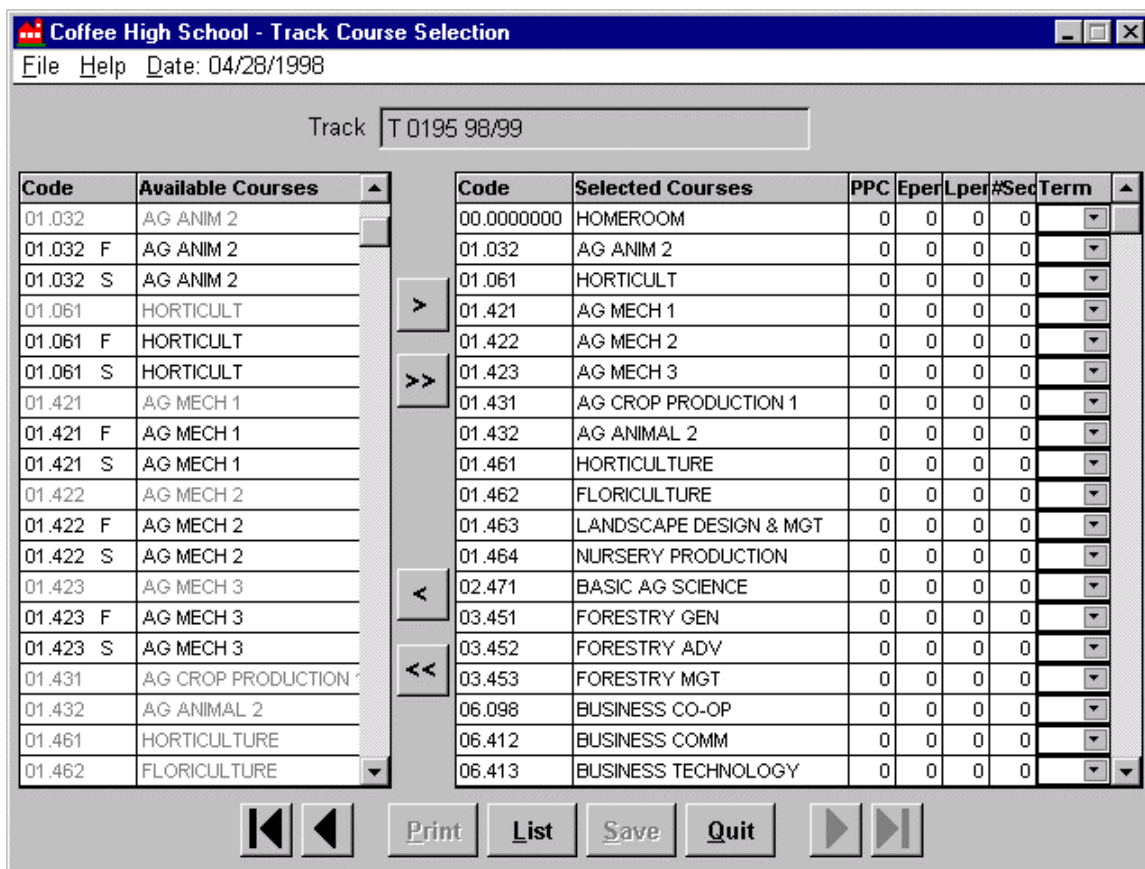
To remove ALL courses from a track, click the **double arrow button that points to the left** and ALL courses will be removed from the track.

When attempting to remove courses from a track, you will only be allowed to remove those courses that have not yet been used in other scheduling applications. If a course is unable to be removed, you will receive a message similar to the following:



Other Options

You will notice that there are several columns in the right-hand grid that the left-hand grid does not have. These columns are used in the set-up for pre-scheduling. These are some of the scheduling parameters that are used by pre-scheduling (Mass Scheduling) analysis reports when designing a Master Schedule.



Course Selection screen with courses assigned to a track. Note how the courses used in the right-hand column show up in gray in the left-hand column.

These fields do not have to be defined for the courses to be used for scheduling purposes. If you are in the process of setting-up for Mass Scheduling, you may want to fill them in as an aid to you in designing your Master Schedule and in printing some of the pre-scheduling reports.

Set parameters and enter data as follows:

PPC (Periods per Cycle) - the number of periods this course will meet during a cycle. As an example, in a 5-day week school (M-F), if the course will meet for one period per day, the PPC would be "5". If scheduling a course to meet four periods per day in a 5-day week, the PPC would be "20". If scheduling a 2-day cycle and the course will meet everyday for one period, the PPC would be "2".

Eper (Earliest Period) - the earliest period in the day that this course can be taught. This value is used when designing a Master Schedule. Leave this field blank if there is no restriction on the course offering time.

Lper (Latest Period) - the latest period in the day that this course can be taught. This value is used when designing a Master Schedule. Leave this field blank if there is no restriction on the course offering time.

#Sct (Number of Sections) – the number of sections that will be taught for this course. At initial selection time, this information most likely will not be known. The Number of Sections value is used by the pre-scheduling analysis reports when designing a Master Schedule. When the number of sections that will be taught is decided, return to this function for recording.

Term – the term that a course will be offered in. If a course is only to be offered in a specific term, select the term that it will be offered in from this drop-down box. This too will be used by the pre-scheduling analysis reports when designing a Master Schedule

When you're done with assigning your course(s) to your track, click Save to save any changes you have made. You may then continue assigning courses to other tracks, or **Quit**.

Remember that each time you add a new course through District Courses, you will have to return to Course Selection to assign that new course the track(s) that will be using it.

What's Next?

Now that courses have been assigned to your track(s), you can use them for creating a **Master Schedule**. If you choose, you may want to define your classrooms before doing that by using the **Classroom Editor**

Or, if you are using Course Selection as part of the Mass Scheduling process, you can now use the courses you've assigned to your track(s) to build **Career Plans** and / or enter **Course Requests** for next year's students.